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**CITY OF SAN ANTONIO PURCHASING & GENERAL SERVICES DEPARTMENT**

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Issued By: MkR  
BID NO.: A534a-05

Date Issued: January 7, 2005  
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**FORMAL INVITATION FOR BIDS**  
**ANNUAL CONTRACT FOR WORK UNIFORM RENTAL**

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**Sealed bids in triplicate**, subject to the Terms and Conditions of this Invitation for Bids and other contract provisions, will be received at the City Clerk, City Hall until 2:00 P.M. Central Time **JANUARY 24, 2005**.

The City of San Antonio Purchasing Department is willing to assist any bidder(s) in the interpretation of bid provisions or explanation of how bid forms are to be completed. Assistance may be received by visiting the Purchasing Office in the City Hall Annex, 131 W. Nueva, or by calling (210) 207-7260.

It is the policy of the City of San Antonio to involve qualified Small, Minority, Woman-owned, and local business in construction, procurement, professional services, and leases and concessions contracting. The City of San Antonio has established the following minority business enterprise (MBE), woman business enterprise (WBE), African-American business enterprise (AABE), and small business enterprise (SBE) utilization goals:

MBE Goal: 15% WBE Goal: 10%  
AABE Goal: 3% SBE Goal: 50%

This invitation includes the following:

Invitation for Bids

Specifications and General Requirements

Terms and Conditions of Invitation for Bids

Price Schedule

The undersigned, by his/her signature, represents that he/she is authorized to bind the Bidder to fully comply with the Specifications and General Requirements for the amount(s) shown on the accompanying bid sheet(s). By signing below, Bidder has read the entire document and agreed to the terms therein.

Signer's Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
(Please Print or Type)

Address: \_\_\_\_\_

Signature of Person Authorized to Sign Bid \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Please complete the following:

Prompt Payment Discount: \_\_\_\_\_% \_\_\_\_\_days. (If no discount is offered, Net 30 will apply.)

Please check the following blanks which apply to your company:

Ownership of firm (51% or more):

\_\_\_ Non-minority \_\_\_ Hispanic \_\_\_ African-American \_\_\_ Other Minority (specify) \_\_\_\_\_

\_\_\_ Female Owned \_\_\_ Handicapped Owned \_\_\_ Small Business (less than \$1 million annual receipts or 100 employees)

Indicate Status: \_\_\_ Partnership \_\_\_ Corporation \_\_\_ Sole Proprietorship \_\_\_ Other (specify) \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**FOR CITY USE ONLY**

**AWARD**

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Items Accepted:	Ordinance No:	Date:	Amount:
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Approved: \_\_\_\_\_

**CITY OF SAN ANTONIO**

**TERMS AND CONDITIONS OF INVITATION FOR BIDS****READ CAREFULLY****1. GENERAL CONDITIONS**

Bidders are required to submit their bids upon the following expressed conditions:

- (a) Bidders shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.
- (b) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
- (c) Bidders are advised that all City contracts are subject to all legal requirements provided for in the City Charter and/or applicable City Ordinances, state and federal statutes. Any bid, after being opened, becomes subject to the Open Information Act, Government Code Chapter 552, therefore bidders must clearly indicate any portion of the submitted bid that the bidder claims is not subject to public inspection under the Open Information Act.
- (d) No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or shall benefit financially, directly or indirectly, in the sale to the City of any materials, supplies or services, except on behalf of the City as an officer or employee. This prohibition extends to the City Public Service Board, San Antonio Water System, and all City boards and commissions other than those which are purely advisory. In this instance a City employee is defined as any employee of the City who is required to file a financial involvement report pursuant to the City's ethics ordinance.

**2. PREPARATION OF BIDS**

Bids will be prepared in accordance with the following:

- (a) All information required by the bid form shall be furnished or the bid may be deemed non responsive. The bidder shall print or type name and manually sign the Invitation for Bids.
- (b) Where there is a discrepancy between the unit price and the extended price, the unit price shall prevail.
- (c) Any bid that is considered for award on an "all or none" basis must include a price quote for all units or line items. Any bid that is considered for award by each unit or line item must include a price for each unit or line item for which the bidder wishes to be considered. Any ambiguity in the bid as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of the City.
- (d) Alternate bids may be allowed at the sole discretion of the City.

- (e) Bidders will neither include federal taxes nor State of Texas limited sales excise and use taxes in bid prices since the City of San Antonio is exempt from payment of such taxes. An exemption certificate will be signed by City where applicable upon request by bidder.

### **3. DESCRIPTION OF SUPPLIES**

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Each bid must clearly identify the proposed product, the quantity of the product, model, and type, as applicable. Prorata adjustments to packaging and pricing may be allowed at the sole discretion of the City.

### **4. ASSURANCE OF COMPLIANCE - EQUAL EMPLOYMENT OPPORTUNITY AND SMALL AND/OR MINORITY BUSINESS ADVOCACY REQUIREMENTS**

It is the policy of the City of San Antonio that Small and/or Minority Business Enterprises shall have the maximum practicable opportunity to participate in the performance of public contracts. Bidder agrees that if this bid is accepted, he/she will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, religion, national origin, sex, age, handicap or political belief or affiliation. In addition, bidder agrees, by submittal of this bid, that he/she will abide by all applicable terms and provisions of this Nondiscrimination Clause and the Small Business Advocacy Clause. These clauses are available in the City's Department of Economic and Employment Development and the City Clerk's Office.

### **5. SAMPLES, DEMONSTRATIONS AND TESTING**

At the City's request and direction, bidder shall provide product samples and/or testing of items bid to ensure compliance with specifications. Samples, demonstrations and/or testing may be requested prior to award of the contract, upon delivery and/or at any point during the term of resulting contract. After notification, samples, demonstrations and/or testing must be provided within **ten** days. Failure to provide samples prior to award of contract will disqualify bidder from consideration. All samples (including return thereof), demonstrations and/or testing shall be at the expense of the bidder. Samples will be returned upon request; otherwise, samples will become property of the City of San Antonio, **ten** days after award of the contract.

### **6. SUBMISSION OF BIDS**

- (a) **Bids in triplicate** shall be enclosed in sealed envelopes addressed to the City Clerk, City of San Antonio. The name and address of bidder, the date and hour of the bid opening, bid number and title of the bid solicitation shall be marked on the outside of the envelope(s).
- (b) Bids must be submitted on the forms furnished. Facsimile bids must be submitted in accordance with Par. 6 (a) above. Bids, however, may be modified provided such modifications are sealed and received by the City Clerk prior to the time and date set for the bid opening. However, the City of San Antonio shall not be responsible for lost or misdirected bids or modifications.
- (c) By submittal of this bid, bidder certifies to the best of his/her knowledge that all information is true and correct.

## **7. REJECTION OF BIDS**

- (a) The City may reject a bid if:
  - 1. The bidder misstates or conceals any material fact in the bid; or
  - 2. The bid does not strictly conform to law or the requirements of the bid;
  - 3. The bid is conditional, except that the bidder may qualify the bid for acceptance by the City on an “All or None” basis or a “Low Item” basis. An “All or None” basis bid must include all items upon which bids are invited.
- (b) In the event that a bidder is or subsequently becomes delinquent in the payment of his, her or its City taxes, including state and local sales taxes, such fact shall constitute grounds for rejection of the bid, or if awarded the bid, for cancellation of the contract. However, the City reserves the right to deduct any delinquent taxes from payments that the City may owe to the delinquent bidder as a result of such contract.
- (c) The City may, however, reject all bids whenever it is deemed in the best interest of the City to do so, and may reject any part of a bid unless the bid has been qualified as provided in Par. 7 (a) 3 above. The City at its sole discretion may also waive any minor informalities or irregularities in any bid, to include failure to submit sufficient bid copies, failure to submit literature or similar attachments, or business affiliation information.

## **8. WITHDRAWAL OF BIDS**

Bids may not be withdrawn after the time set for the bid opening, unless approved by the City Council.

## **9. LATE BIDS OR MODIFICATIONS**

Bids and modifications received after the time set for the bid opening will not be considered.

## **10. CLARIFICATION TO BID SPECIFICATIONS**

- (a) If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications, other bid documents, or any part thereof, he/she may submit to the City Director of Purchasing on or before seven calendar days prior to scheduled opening, a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the bid, if made, will be made only by Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person receiving bids. The City will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. Any objections to the specifications and requirements as set forth in this bid must be filed in writing with the Director of Purchasing on or before **seven** calendar days prior to the scheduled opening.
- (b) The City reserves the right to request clarification to assist in evaluating the bidder’s response when the bid response is unclear with respect to product pricing, packaging or other factors. The information provided is not intended to change the bid response in any fashion and such information must be provided within **two** days from request.

**11. DISCOUNTS**

- (a) Prompt payment discounts will be considered in making the award provided the period of the discount offered is sufficient to permit payment within such period in the regular course of business (minimum ten days).
- (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services, or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

**12. AWARD OF CONTRACT**

- (a) Per Section § 252.043 of the Texas Local Government Code, the contract will be awarded to either the lowest responsible bidder or to the bidder who provides goods and/or services at the best value for the City. In determining best value, the City may consider price, reputation, quality, past relationship with City, SBEDA requirements, long term cost and any other relevant factors.
- (b) The City reserves the right to accept any item or group of items on this bid, unless the bidder qualifies his/her bid by specific limitations. Re Par.7 (a) 3 above.
- (c) A written award of acceptance (manifested by a City Ordinance) and appropriation mailed or otherwise furnished to the successful bidder results in a binding contract without further action by either party.
- (d) The City of San Antonio reserves the right to utilize previous purchases as a basis for evaluation of bids when future usages are unable to be determined.
- (e) Breaking of tie bids shall be in accordance with the Texas Local Government Code § 271.901.
- (f) Although the information furnished to bidders specified the approximate quantities needed, based on the best available information where a contract is let on a unit price basis, payment shall be based on the actual quantities supplied. The City reserves the right to delete items, prior to the awarding of the contract, and purchase said items by other means; or after the awarding of the contract, to increase or decrease the quantities bid in accordance with § 252.048 of the Texas Local Government Code. No changes shall be made without written notification of the City.

**13. CONTRACT TERMINATION****TERMINATION-BREACH:**

- (a) Should vendor fail to fulfill in a timely and proper manner, as determined solely by the Director of Purchasing & General Services, its obligations under this contract, or violate any of the terms of this contract, the City shall have the right to immediately terminate the contract. Notice of termination shall be provided in writing to the contractor, effective upon the date set forth in the notice. Such termination shall not relieve the vendor of any liability to the City for damages sustained by virtue of any breach by the vendor.

## TERMINATION-NOTICE:

- (b) Either party may cancel the contract at any time after award. The City shall be required to give the vendor notice **thirty** days prior to the date of cancellation of the contract. The vendor shall be required to give the City written notice **sixty** days prior to the date of cancellation of the contract.

## TERMINATION-FUNDING:

- (c) City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

**14. DELIVERY OF GOODS/SERVICES**

- (a) All materials are to be delivered F.O.B., City of San Antonio's designated facility.
- (b) Delivery dates pertaining to this invitation must be clearly stated in the bid form where required and include weekends and holidays. Failure to comply with this requirement may be a cause for disqualification of the bid. Unless otherwise specified, delivery at the earliest date is required. The bidder will clearly state in the bid the time required for delivery upon receipt of contract or purchase order. Proposed delivery time must be specific and such phrases "as required", "as soon as possible" or "prompt" may result in disqualification of the bid.
- (c) Upon award of a contract, the vendor is obligated to deliver the goods to the destination specified in the Invitation for Bids or the Purchase Order and bears the risk of loss until delivery. If this Invitation for Bids or Purchase Order does not contain delivery instructions, bidders shall request instructions in writing from the Director of Purchasing. If the delivery instructions contained in the Invitation for Bids allocate delivery costs and risks in a manner contrary to this section, the provisions of this Invitation for Bids shall prevail.
- (d) When delivery is not met as provided for in the contract, the Purchasing Department reserves the right to make the purchase on the open market, with any cost in excess of the contract price paid by the vendor, in addition to any other damages, direct or consequential, incurred by the City as a result thereof. In addition, failure of the vendor to meet the contract delivery dates will be cause for removal of the vendor from the City's list of eligible bidders as determined by the Purchasing & General Services Department.

**15. PERFORMANCE DEPOSIT**

- (a) The following provisions shall apply only when a performance deposit is specified as required in this Invitation for Bids.
- (b) The successful vendor must furnish the City of San Antonio with a performance deposit in the amount set forth in the Invitation For Bids. This deposit is not to be submitted with the bid, but must be presented to the Purchasing & General Services Department within **ten** days from request.
- (c) The City of San Antonio will not enter into a contract or issue a purchase order until the successful vendor has complied with the performance deposit provisions.

- (d) The performance deposit shall be in the form of a performance bond (in a form acceptable to the City Attorney), cashier's check, certified check upon a state or national bank or trust company, or a check on such bank or trust company signed by a duly authorized officer thereof (checks to be drawn payable to the City of San Antonio), or a Certificate of Deposit from such bank or trust company assigned to the City of San Antonio, or an irrevocable letter of credit from a state or national bank or trust company.
- (e) The performance deposit of the successful vendor shall be returned by the City upon completion of the contract and final acceptance of all items in accordance with conditions thereof.
- (f) Failure of successful vendor to perform any of the services required by this contract within **ten** days of receipt of written demand for performance from City, or failure of vendor to correct or replace defective goods or products within **ten** days from receipt of written demand therefore, shall constitute a total breach of this contract and shall cause this contract to terminate immediately upon the expiration of the ten day period. In the event of such termination, the performance deposit shall be retained by the City of San Antonio as liquidated damages, based upon mutual agreement and understanding between vendor and City at the time this bid is solicited, submitted and accepted, that the City of San Antonio is a governmental agency engaged in public projects, and that the measurement of damages, which might result from a breach of the terms and specifications herein is difficult or impossible to determine. However, the Director of Purchasing & General Services with the concurrence of the City Manager, may return all or part of the performance deposit to the vendor if the Director determines, in the Director's sole discretion, that the failure to perform the conditions of this contract was the result of acts or events over which the vendor had no control. The determination shall then be final and binding on all parties.

## 16. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by both parties hereto that the City is contracting with the successful vendor as an independent contractor. The parties hereto understand and agree that the City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the successful vendor under this contract and that the successful vendor has no authority to bind the City.

## 17. BID RESULT REQUEST

Any party who wishes to be provided documents relating to the bid results shall make a request in writing. Pursuant to state law, the City may assess a fee in order to recoup the cost related to providing the requested information.

## 18. PATENTS/COPYRIGHTS

The successful vendor agrees to indemnify and hold the City harmless from any claim involving patent infringement or copyrights on goods supplied.

## 19. INDEMNITY

- (a) **CONTRACTOR** covenants and agrees to **FULLY INDEMNIFY** and **HOLD HARMLESS**, the **CITY** and the elected officials, employees, officers, directors, and representatives of the **CITY**, individually or collectively, from and against any and all costs, claims, liens, damages losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal injury or death and property damage, made upon the **CITY**, directly or indirectly arising out of resulting from or related to **CONTRACTOR'S** activities under this **CONTRACT**, including any acts or omissions of **CONTRACTOR**, any agent, officer, director, representative, employee, consultant or subcontractor of **CONTRACTOR**, and their respective officers, agents, employees, directors and representatives while in the exercise or performance of the rights or duties under this **CONTRACT**, all

without, however, waiving any governmental immunity available to the **CITY** under Texas Law and without waiving any defenses of the parties under Texas Law. The provisions of this **INDEMNIFICATION** are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. **CONTRACTOR** shall promptly advise the **CITY** in writing of any claim or demand against the **CITY** or **CONTRACTOR** known to **CONTRACTOR** related to or arising out of **CONTRACTOR'S** activities under this **CONTRACT** and shall see to the investigation and defense of such claim or demand at **CONTRACTOR'S** cost. The **CITY** shall have the right, at its option and at its own expense, to participate in such defense without relieving **CONTRACTOR** of any of its obligations under this paragraph.

- (b) It is the **EXPRESS INTENT** of the parties to this contract, that the **INDEMNITY** provided for in this section, is an **INDEMNITY** extended by **CONTRACTOR** to **INDEMNIFY, PROTECT** and **HOLD HARMLESS** the **CITY** from consequences of the **CITY'S OWN NEGLIGENCE**, provided however, that the **INDEMNITY** provided for in this section **SHALL APPLY** only when the **NEGLIGENT ACT** of the **CITY** is a **CONTRIBUTORY CAUSE** of the resultant injury, death, or damage, and shall have no application when the negligent act of the **CITY** is the sole cause of the resultant injury, death, or damage. **CONTRACTOR** further **AGREES TO DEFEND, AT ITS OWN EXPENSE** and **ON BEHALF OF THE CITY AND IN THE NAME OF THE CITY**, any claim or litigation brought against the **CITY** and its elected officials, employees, officers, directors and representatives, in connection with any such injury, death, or damage for which this **INDEMNITY** shall apply, as set forth above.

## **20. INSURANCE**

If required, specific insurance provisions will be included in bid specifications. An original, certified copy of an insurance certificate must be submitted within **ten** days from request. The successful vendor will be required to maintain, at all times during performance of the contract, the insurance detailed in bid specifications. Failure to provide this document may result in disqualification of bid.

## **21. ACCEPTANCE BY CITY**

The City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by vendor. The City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. The City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If the City elects to accept nonconforming goods and services, the City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate the City for the nonconformity. Any acceptance by the City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

## **22. WARRANTY**

The supplies or services furnished under this contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services.

## **23. CHANGE ORDERS**

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders will be made in writing by the City of San Antonio Purchasing & General Services Department.



**24. ASSIGNMENT**

The successful vendor shall not sell, assign, transfer or convey this contract in whole or in part, without the prior written consent of the City of San Antonio Purchasing & General Services Department. Any such assignment or transfer shall not release vendor from all contractual obligations.

**25. INTERLOCAL PARTICIPATION**

- (a) The City may, from time to time, enter into Interlocal Cooperation Purchasing Agreements with other governmental entities or governmental cooperatives (hereafter collectively referred to as “Entity” or “Entities”) to enhance the City’s purchasing power. At the City’s sole discretion and option, City may inform other Entities that they may acquire items listed in this Invitation for Bids (hereafter “IFB”). Such acquisition(s) shall be at the prices stated herein, and shall be subject to bidder’s acceptance. Entities desiring to acquire items listed in this IFB shall be listed on a rider attached hereto, if known at the time of issuance of the IFB. City may issue subsequent riders after contract award setting forth additional Entities desiring to utilize this bid. VENDOR shall sign and return any subsequently issued riders within **ten** calendar days of receipt.
- (b) In no event shall City be considered a dealer, remarketer, agent or other representative of Vendor or Entity. Further, City shall not be considered and is not an agent; partner or representative of the Entity making purchases hereunder, and shall not be obligated or liable for any such order.
- (c) Entity purchase orders shall be submitted to Vendor by the Entity.
- (d) Vendor authorizes City’s use of Vendor’s name, trademarks and Vendor provided materials in City’s presentations and promotions regarding the availability of use of this contract. The City makes no representation or guarantee as to any minimum amount being purchased by City or Entities, or whether Entity will purchase utilizing City’s contract.

**CITY WILL NOT BE LIABLE OR RESPONSIBLE FOR ANY OBLIGATIONS, INCLUDING, BUT NOT LIMITED TO, PAYMENT, AND FOR ANY ITEM ORDERED BY AN ENTITY OTHER THAN CITY.**

**26. QUESTIONS**

Questions regarding interpretation of bids, bid results or bid awards should be directed to the Purchasing & General Services Department at (210) 207-7260 and referenced by bid number.

## **SPECIFICATIONS AND GENERAL REQUIREMENTS**

PERIOD OF CONTRACT: Contract shall be for the period beginning upon award and terminating September 30, 2007.

The City of San Antonio reserves the right to extend the contract period for three (3) additional one (1) year periods based on the initial bid submitted and upon mutual consent of City of San Antonio and the contractor.

SCOPE OF CONTRACT: The City of San Antonio is soliciting bids for an annual contract to provide rental of work uniforms.

### **I. STANDARD REQUIREMENTS.**

1. **QUALIFIED, CAPABLE, AND BONDABLE.** Prospective bidders must prove beyond any doubt to the City Purchasing Manager that they are duly qualified, capable, and bondable, etc. to fulfill and abide by the specifications listed herein.
  - A. Due to the large volume of this contract, the bidders **MUST** provide a list of at least ten (10) of their largest customers, points of contact, and phone numbers for each customer that they are currently providing uniforms and uniform services to. (Please see Attachment 1 for required format.)
  - B. Failure to provide the information listed above, with bid submittal, may result in rejection of bid.
2. **BID EVALUATION.** The bid will be evaluated on bid prices and other relevant factors that represent the best interests of the City.
3. **BID AND PERFORMANCE BONDS.**
  - A. **Bid Bond.** Bidders shall provide a bid bond executed by a surety acceptable to the City who is licensed pursuant to the Texas Insurance Code in the amount of 5% of the contract price along with the bid. Bidder to provide this bond or bidder is subject to elimination from contract award.
  - B. **Performance Bond.** Contractor shall provide a performance bond as security for completion of the contract. Said bond shall be executed by a corporate surety acceptable to the City, licensed pursuant to the Texas Insurance Code in the full amount of the contract price. Said bond must be in a form acceptable to the City. Said bond must have attached thereto a Power of Attorney as evidence of the authority of the person executing the bond to bind the surety. Bond must be furnished within ten (10) calendar days of notification.
4. **NON-PERFORMANCE AND UNSATISFACTORY PERFORMANCE.** When contractor cannot abide by terms and conditions in fulfilling the contract, contractor must supply service or supplies from other sources at the contract price. If contractor delays in the above, the City reserves the right to purchase on the open market and charge contractor the difference between contract price and the purchase price.

5. TERMS AND CONDITIONS. The Annual Contract shall include the following terms and conditions:
  - A. The City will be invoiced monthly.
  - B. The City will make payments on a monthly basis.
  - C. All invoices must be submitted in duplicate and show each purchase order number and corresponding City agency.
  - D. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any).
  - E. All items must show unit prices or otherwise specified.
  - F. If prices are based on discounts from list, then list prices, discounts in terms of percentage, and net prices must be shown.
  - G. If prices are based on list price basis, then the list prices, the "plus" in terms of percentage, and net unit prices, extensions and net total prices must be shown.
  - H. In connection with any term discount offered, time will be computed from the first of the month following receipt of supplies or services, or a correct invoice.
  - I. When a check is mailed for payment, the date of mailing is considered the payment date.
6. BIDDER'S FACILITIES AND EQUIPMENT.
  - A. Bidder's facilities are defined as the buildings used for processing, distribution, or both.
7. THE CITY OF SAN ANTONIO WILL MAKE AWARD TO ONE VENDOR ONLY. TO BE CONSIDERED FOR AWARD, BIDDERS MUST SUBMIT BIDS FOR ALL ITEMS.
8. Prices must remain firm for the duration of the contract period.
9. CONTRACT INCREMENTS.
  - A. The City reserves the right to extend the term of the contract in 30 day increments, not to exceed 90 days total with written notice to the vendor, provided that the City shall give the vendor a preliminary written notice of its intent to extend at least 10 days before the contract expires.
  - B. The preliminary notice does not commit the City to an extension.
10. ESTIMATED QUANTITIES. The quantities shown are estimates only are in no way binding upon the City of San Antonio. Estimated quantities will be for the purpose of evaluation. The City may increase or decrease quantities as needed.
11. CONTRACT AWARD. The winning vendor will have all measurements and alterations completed, all uniforms ordered, on-hand, and delivered on or before the 35th day after contract award.

12. PRE-BID CONFERENCE. A PRE-BID CONFERENCE WILL BE HELD ON FRIDAY, JANUARY 14, 2005 AT 1:00 P.M. IN THE CITY HALL ANNEX, 131 W. NUEVA, PURCHASING DEPARTMENT CONFERENCE ROOM, SUITE 174, SAN ANTONIO, TEXAS 78204. ATTENDANCE IS HIGHLY SUGGESTED.

13. UNIFORM SAMPLES FOR EVALUATION.

- A. The City will require uniform samples for evaluation. Samples of each category must be provided in order to fully evaluate each bidder. Sample patches in the sizes specified must also be included and applied to the uniforms. Samples must be provided by Wednesday, January 19, 2005 by 2:00 P.M. or bidder is subject to elimination from contract award.
- B. One (1) sample uniform set each must be provided for Men's Work Uniforms, Women's Work Uniforms, Men's Executive Uniforms, Women's Executive Uniforms, and one piece each from Miscellaneous Clothing Items.
- C. Samples may be mailed or delivered to: City of San Antonio Purchasing Department, ATTN: Mark A. Rau, 131 W. Nueva, Suite 175, San Antonio, TX 78204.
- D. After the samples have been evaluated, bidders will be notified to come and pick up their samples. After two (2) weeks if bidders have not picked up their samples, they will become the property of the City of San Antonio.

II. GENERAL CONDITIONS.

1. BRAND NAMES & SPECIFICATIONS. The brand names and specifications set forth below are not intended to restrict competitive bidding but are meant to indicate the quality of merchandise sought. Bids on other brands are solicited, but appearance standards must be maintained.

2. DEFINITION OF A UNIFORM SET.

- A. A uniform set is considered to be one (1) shirt/blouse and one (1) pair of pants/slacks.
- B. Additional uniform items such as jackets, coveralls, shorts, oxford-type shirts, polo shirts, smocks, t-shirts, etc., may be added as part of the uniform set.

3. DESCRIPTION OF UNIFORM RENTAL.

- A. This option provides a uniform rental **without** laundry service.
- B. Depending on the workweek, the employee is issued one (1) workweek of uniform sets with no spare uniform sets.
  - 1. If the employee works a four-day workweek, the employee will be issued four (4) uniform sets.
  - 2. If the employee works a five-day workweek, the employee will be issued five (5) uniform sets.

3. If the employee works a six-day workweek, the employee will be issued six (6) uniform sets.
4. The employee may be issued other uniform items if required for their jobs and according to department uniform standards.

- C. The employees will be responsible for laundry and maintenance of the uniform sets issued to them.
- D. As a result of this contract being released mid-budget cycle and to meet current budget constraints, departments may order less uniform sets for the initial fiscal year.

#### 4. SELECTION OF UNIFORM ITEMS.

- A. For shirts/blouses/smocks, City employees may select long-sleeve shirts/blouses, short-sleeve shirts/blouses, or combination of long-sleeves and short-sleeves. T-shirts, polo shirts, smocks or other types of shirts may be issued if allowed under department uniform standards.
- B. For pants/slacks, City employees may select long pants/slacks, shorts/skorts, or combination of pants/slacks and shorts/skorts.
- C. The selection of shorts/skorts is dependent on uniform requirements within the respective departments.
- D. The employee may be issued other uniform items if required for their jobs and in accordance with department uniform standards.

#### 5. COLOR OF UNIFORMS.

- A. The Contractor must provide a minimum of nine (9) different colors of work pants and ten (10) different colors of work shirts.
- B. For any of the solid-colored uniform items bid under this contract, any of the color combinations are allowed as long as they adhere to the respective department's uniform standard and are listed as a standard colors in the Contractor's latest uniform catalog.
- C. For other uniform items bid under this contract, any of the color combinations are allowed as long as they adhere to the respective department's uniform standards and are listed as a standard colors in the Contractor's latest uniform catalog.

#### 6. INITIAL ISSUE OF UNIFORMS.

- A. Due to budget constraints and release of this contract during the middle of the City's fiscal year, departments may place workweek orders for less than the employee's normal workweek in order to comply with the City's Administrative Directive on Uniforms.
- B. Minimum workweek allowed is three (3) days.
- C. All uniforms shall be new and unused when initially issued to City employees.

- D. New and unused uniforms shall be issued to all “add on” personnel throughout the initial, partial fiscal year of the contract.
- E. Turnaround time for standard sizes is one (1) week and three (3) weeks for non-standard sizes. Non-standard sizes are defined as uniform shirt sizes of XXXL or larger and uniform pant sizes of 46 or larger in the waist.
- F. The employee may be issued other uniform items if required for their jobs and according to department uniform standards.

#### 7. SUBSEQUENT ISSUES OF UNIFORMS.

- A. All uniforms shall be new and unused when initially issued to City employees.
- B. New and unused uniforms shall be issued to all “add on” personnel throughout term of contract.
- C. Turnaround time for standard sizes is one (1) week and three (3) weeks for non-standard sizes. Non-standard sizes are defined as uniform shirt sizes of XXXL or larger and uniform pant sizes of 46 or larger in the waist.
- D. Employees working a six-day workweek shall be issued six (6) uniform sets.
- E. Employees working a five-day workweek shall be issued five (5) uniform sets.
- F. Employees working a four-day workweek shall be issued four (4) uniform sets.
- G. The employee may be issued other uniform items if required for their jobs and according to department uniform standards.

#### 8. FREQUENCY OF RE-ISSUE / REPLACEMENT OF UNIFORMS.

- A. Uniforms are expected to last at least twelve (12) months under normal wear and tear environments. However, some employees work with and around asphalt, chemicals, grease, oil, paint, and other uniform-damaging substances. Under those circumstances, uniforms may wear out sooner and may require replacement sooner.
  - 1. Judgment as to whether uniforms are in an unacceptable condition, require replacement, and/or do not meet the department/division uniform standards shall be at the sole discretion of the designated City department/division supervisor.
  - 2. Said uniforms will be re-issued / replaced at no additional cost to the City.
  - 3. Turnaround time for standard sizes is one (1) week and three (3) weeks for non-standard sizes. Non-standard sizes are defined as uniform shirt sizes of XXXL or larger and uniform pant sizes of 46 or larger in the waist.
- B. If the employee gains/loses weight during the contractual year, the Contractor will be required to re-measure the employee.

1. The Contractor should attempt to make provisions to re-measure the employees during times allotted for deliveries or during the quarterly surveys as required by this contract.
2. There will be no charge to the City if the employee travels to the Contractor's facility to be re-measured.

9. MEASUREMENTS / ALTERATIONS.

- A. Contractor shall measure all City employees to ensure proper sizes are ordered.
- B. Contractor shall provide sample uniform items for all City employees to try on.
- C. Contractor shall be willing to measure employees at time and location to be determined by individual City department locations.
- D. Contractor also shall perform alterations to garments to ensure proper fit.
- E. If for any reason the uniform is not sized properly the first time, the Contractor will re-issue the proper sized uniforms at no additional costs to the City.
- F. There shall be no additional charge for alterations. All garment alterations, including hemming of pants, shall be included in bid price.

10. ACKNOWLEDGE OF PROPER FIT / RECEIPT OF UNIFORMS.

- A. The employee will sign a form, provided by the Contractor, acknowledging the uniforms fit properly such as correct shirt, coverall, or jacket sizes, correct waist sizes and lengths (if applicable) for pants, etc. and receipt of the correct number of uniform pieces.

1. The minimum information required will be as follows:

- a. Current Date.
- b. Name of Employee.
- c. Department / Division.
- d. Contractor's Sales Rep.
- e. Acknowledgement Clause, as follows:

**I, (Employee's name filled in by the Employee), do hereby acknowledge the uniforms fit properly and acknowledge receiving (Employee fills in the number of uniform pieces) uniform pieces.**

- f. Block for Employee's Signature.
- g. Block for Date Employee Signed Receipt.
- h. Block for Comments.

B. If the Employee feels the uniforms do not fit properly, the Employee will note so in the Comments block.

1. At this point, the Contractor must establish a new date and time to re-measure the employee and to ensure uniforms are properly fitting.

C. If the Employee has not received the proper number of uniform pieces, the Employee may accept what is being delivered but must note in the Comments block how many uniforms pieces are missing.

1. When the remaining uniform pieces are delivered, the Employee will again acknowledge proper fit and the remaining uniform pieces.

D. One copy of the Acknowledge/Receipt will be retained by the Contractor and one copy will be given to the Employee.

## 11. EMBROIDERED PATCHES / EMBLEMS.

A. Number of Patches / Emblems.

1. First patch / emblem will be the name of the City division, in ***bold italics***, with words centered on patch / emblem.
2. Second patch / emblem will be the employee's (first or last) name/job title in ***bold italics***, with name centered on patch / emblem.
3. Organizational shoulder patches / emblems will be allowed if required by employee's job and department uniform standards.

B. Color of Patches / Emblems.

1. The color of the trim and background will be darker color(s) that blends in with the uniform.
2. The color of the letters will be white.



3. Shoulder or organizational patches / emblems will not be required to follow these color standards. Colors for these patches / emblems will be defined in the respective department uniform standards.

C. Size of Patches / Emblems.

1. Standard Sizes.
  - a. Employee (First or Last) Name / Job Title - Patches / emblems will measure 1 1/4" H x 3 1/4" L. Maximum number of lines: one (1). Maximum number of letters: eleven (11).
  - b. Division - Patches / emblems will measure 1 7/8" H x 4" L. Maximum number of lines: three (3). Maximum number of letters per line: fourteen (14).
2. Non-Standard Sizes: Shoulder or organizational patches / emblems may not fit the size specifications above and alternate sizes will be allowed. Sizes of these patches / emblems will be defined in the respective department uniform standards.

D. Uniform Items Requiring Patches / Emblems.

1. All work uniform shirts, blouses, smocks, coveralls, and jackets will be required to have the division and name/job title patches / emblems as a minimum.

E. Placement of Patches / Emblems.

1. Division patches / emblems will be centered above right chest pocket. If there is no pocket, patches / emblems will be centered above the right chest area.
2. Employee name/job title patches / emblems will be centered above left chest pocket. If there is no pocket, patches / emblems will be centered above the left chest area.

F. Application of Patches / Emblems.

1. Employee name (first or last)/job title, division, and shoulder or organizational patches / emblems will be sewn on.
2. Any of the patches / emblems described in this contract **WILL NOT BE GLUED ON.**

G. Cost of all patches / emblems and application of patches / emblems will be included in bid price.

#### H. Samples / Designs of Patches / Emblems.

1. Departments / Divisions will need to supply samples of or designs of their organizational patches / emblems to the Contractor at time of uniform measurements.

#### 12. EMBROIDERED UNIFORM ITEMS.

##### A. Embroidery will be offered as an option for the executive-style, denim, all-cotton, and polo shirts.

1. The embroidery charge will be per uniform item.

##### B. Location of Embroidery.

1. Embroidered name of division will be centered above right chest pocket. If there is no pocket, it will be centered above the right chest area.
2. Embroidered name of employee name/job title will be centered above left chest pocket. If there is no pocket, it will be centered above the left chest area.

##### C. Since the embroidery changes ownership of the uniform items, there will be a buyback charge, based on a depreciated scale, associated with these uniform items.

##### D. Buyback Uniform Depreciation Cost Scale.

Number of Weeks Uniform Item Has Been Worn	Depreciated Percentage	Percentage of Replacement Cost Paid
1 - 4	7.7%	92.3%
5 - 8	15.4%	84.6%
9 - 12	23.1%	76.9%
13 - 16	30.8%	69.2%
17 - 20	38.5%	61.5%
21 - 24	46.2%	53.8%
25 - 28	53.8%	46.2%
29 - 32	61.5%	38.5%
33 - 36	69.2%	30.8%
37 - 40	76.9%	23.1%
41 - 44	84.6%	15.4%
45 - 48	92.3%	7.7%
49 - 52	100%	0%

## 13. LOST UNIFORMS / TERMINATED EMPLOYEES.

A. Absorption of Cost. The City of San Antonio shall absorb the cost of uniforms lost through termination of employees (non-returned uniforms only) on a depreciated scale unless it has been determined that inferior materials provided by the Contractor are found to be the direct cause of the damage to the uniforms.

## B. Uniform Depreciation Cost Scale.

Number of Weeks Uniform Item Has Been Worn	Depreciated Percentage	Percentage of Replacement Cost Paid	Number of Weeks Uniform Item Has Been Worn	Depreciated Percentage	Percentage of Replacement Cost Paid
1	3.1%	96.9%	17	53.1%	46.9%
2	6.2%	93.8%	18	56.3%	43.7%
3	9.4%	90.6%	19	59.4%	40.6%
4	12.5%	87.5%	20	59.4%	40.6%
5	15.6%	84.4%	21	59.4%	40.6%
6	18.8%	81.2%	22	68.3%	31.7%
7	21.9%	78.1%	23	71.9%	30.1%
8	25%	75%	24	75%	25%
9	28.1%	71.9%	25	78.1%	21.9%
10	31.3%	68.7%	26	81.3%	18.7%
11	34.4%	65.6%	27	84.4%	15.6%
12	37.5%	62.5%	28	87.5%	12.5%
13	40.6%	59.4%	29	90.6%	9.4%
14	43.8%	56.2%	30	93.8%	6.2%
15	46.9%	53.1%	31	96.9%	3.1%
16	50%	50%	32 and beyond	100%	0%

## 14. FREQUENCY OF DELIVERIES.

- A. Deliveries shall be made to multiple City locations to initially establish the delivery sites.
- B. As many deliveries as necessary shall be made per delivery site in order to ensure all employees are completely uniformed.
- C. Contractor shall confirm business hours for each delivery site and coordinate with the respective supervisors or points of contact at each delivery site to insure deliveries will not occur after business hours.
- D. It is the sole responsibility of the contractor to insure the regularly scheduled deliveries are maintained at no additional cost to the City.

## 15. STORAGE RACKS (STATIONARY AND ROLLING) FOR DELIVERED UNIFORMS.

- A. The Contractor will provide the appropriate number of six- and eight-foot racks as follows:
  - 1. Accommodate all delivered uniforms to ensure uniforms are not jammed too closely together, causing unnecessary wrinkling.
  - 2. Accommodate all delivered uniforms in the space(s) provided by the City department/division.
  - 3. Not hinder on-going operations or cause a safety hazard.
- B. The City will be responsible for the storage racks and pay a replacement fee if damaged or stolen while on City property.
- C. In order to reduce the City's liability, the Contractor must remove the storage racks within two (2) days after notification to remove.

#### 16. MAINTENANCE OF UNIFORMS.

- A. It is the employee's responsibility to maintain their uniforms in a presentable condition in accordance with their department's uniform standards.
- B. The employee is also responsible for normal maintenance (repair tears, missing buttons, etc.), laundering, and must maintain their uniforms in a presentable condition in accordance with their department's uniform standards.
- C. It is the contractor's responsibility to monitor the status of wear and tear on the employee's uniforms by scheduling quarterly survey visits to each delivery site.
- D. The contractor will replace the uniforms in accordance with the terms in paragraph 8, FREQUENCY OF RE-ISSUE / REPLACEMENT OF UNIFORMS.

#### 17. QUARTERLY UNIFORM SURVEYS PERFORMED BY CONTRACTOR.

- A. In order to assess the condition of the uniforms rented by the City, the Contractor will conduct quarterly surveys at each delivery site location with the delivery site supervisor.
- B. The Contractor will establish a schedule to survey the rental uniforms.
- C. The Contractor will report their uniform survey results as requested and provide this information to the supervisor / point of contact at each delivery site that was surveyed.

#### 18. NO ADDED / HIDDEN CHARGES.

- A. Bid prices shall include all costs associated with completion of contract requirements.
- B. Charges and/or fees for other than bid prices for uniform rental and laundry services or uniform rentals are unacceptable and will not be paid.

- C. Examples of added charges or fees include service fees, insurance fees, make ready fees, emblem fees, and waste water fees. Additionally, hidden costs will not be paid.
- D. Invoices presented for payment for any added charges, fees, or hidden costs will not be paid and will be charged back to the Contractor.

19. ADD ON UNIFORM ITEMS TO CONTRACT AND/OR DELETE UNIFORM ITEMS FROM CONTRACT.

A. ADD ON UNIFORM ITEMS.

- 1. Purchasing and General Services will provide estimated quantities on the new uniforms item(s), request a price list, and enter into negotiations with the Contractor for the new uniforms item(s).
- 2. If Purchasing and General Services agrees with the prices of the new uniform item(s), an addendum to the contract will be published with the new uniform item(s) and prices, and sent to the Contractor.

B. DELETION OF UNIFORM ITEMS.

- 1. If a uniform item(s) are to be deleted from the contract, the City will notify the Contractor by letter, and enter into negotiations on the deletion of said uniform item(s).
- 2. If there is existing inventory at the Contractor's facility for said uniform item(s) that the City wishes to delete from the contract, Purchasing and General Services may enter into negotiations on this issue.
  - a. It is believed that since the said uniform item(s) were of low usage, the Contractor should NOT have had excess inventory on hand.
- 3. When the Contractor agrees with deletion of said uniform item(s), an addendum to the contract will be published, and sent to the Contractor.

20. ESTIMATED NUMBER OF EMPLOYEES AND ESTIMATED NUMBER OF EMPLOYEES PER WORKWEEK.

A. ESTIMATED NUMBER OF EMPLOYEES.

- 1. Men's Uniforms: 1,403.
- 2. Women's Uniforms: 165.
- 3. Men's & Women's Executive Uniforms: 82.

B. ESTIMATED NUMBER OF EMPLOYEES PER WORKWEEK.

1. Six (6)-day Workweek: Estimated seven (7) percent.
2. Five (5)-day Workweek: Estimated eighty-seven (87) percent.
3. Four (4)-day Workweek: Estimated six (6) percent.

## III. INSURANCE

- A. The contractor shall maintain, for the duration of this agreement and any extensions or renewals hereof, insurance by a company or companies qualified to do business in the State of Texas, and rated A- or better by A.M. Best Company and/or otherwise acceptable to the City, in the following types and amounts:

TYPE	AMOUNT
A. Worker's Compensation and Employer's Liability*	Statutory Limits \$ 1,000,000 / \$ 1,000,000 / \$ 1,000,000
B. Commercial General (public) Liability Insurance to include coverage for the following: 1. Premises operations 2. Independent contractors 3. Products/completed operations 4. Personal Injury 5. Contractual Liability 6. Broad form property damage, to include fire legal liability	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage  (6) \$50,000
C. Business Automobile Liability 1. Owned/leased vehicles 2. Non-owned vehicles 3. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
<p>Contractor agrees that with respect to the above required insurance, all insurance contracts and Certificate(s) of Insurance will contain the following required provisions:</p> <ul style="list-style-type: none"> <li>Name the City and its officers, employees, volunteers, and elected representatives as additional insureds in respect to operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;</li> <li>Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;</li> <li>Workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of the City.</li> <li>*Any alternate workers compensation employer's liability insurance plan submitted by the vendor must be approved by the City's Risk Management Dept.</li> </ul> <p>Contractor shall provide the City with 30 days advance notice, in writing, of cancellation or material change in coverage.</p>	

## IV. SPECIFICATIONS -

## 1. Men's Work Uniforms:

ITEM NO.	NAME	DESCRIPTION	EXAMPLE SOURCE
A.	Short Sleeve Shirt	65/35 Polyester/cotton. Convertible collar with stays. Pencil stall. 4.25-ounce TouchTex™ soft hand poplin.	Red Kap # SP24, or approved equivalents.
B.	Long Sleeve Shirt	65/35 Polyester/cotton. Convertible collar with stays. Pencil stall. 4.25-ounce TouchTex™ soft hand poplin.	Red Kap # SP14, or approved equivalents.
C.	Pants	65/35 Polyester/cotton. Ease fit. Front and back pockets. Jean-style waistband or Regular fit with closure. Eight (8) ounce TouchTex™ soft hand twill.	Red Kap Dura-Kap # PT20, or approved equivalents.
D.	Pants	65/35 Polyester/cotton. Side elastic inserts, button closure. Hip pockets & elastic back waistband. Eight (8) ounce TouchTex™ soft hand twill.	Red Kap TouchTex #PT60, or approved equivalents.

## 2. Women's Work Uniform:

ITEM NO.	NAME	DESCRIPTION	EXAMPLE SOURCE
A.	Short Sleeve Shirt	65/35 Polyester/cotton. Convertible collar with stays. Pencil stall. Squared hem styling & women's fit. 4.25-ounce TouchTex™ soft hand poplin.	Red Kap # SP23, or approved equivalents.
B.	Long Sleeve Shirt	65/35 Polyester/cotton. Convertible collar with stays. Pencil stall. Squared hem styling & women's fit. 4.25-ounce TouchTex™ soft hand poplin.	Red Kap # SP13, or approved equivalents.
C.	Pants	65/35 Polyester/cotton. Elastic back waistband with hook/eye closure. Eight (8) ounce TouchTex™ soft hand twill.	Red Kap # PT59, or approved equivalents.
D.	Pants	65/35 Polyester/cotton. Side elastic inserts, button closure. Hip pockets & elastic back waistband. Eight (8) ounce TouchTex™ soft hand twill.	Red Kap TouchTex #PT60, or approved equivalents.

## 3. Men's Executive Uniform:

ITEM NO.	NAME	DESCRIPTION	EXAMPLE SOURCE
A.	Short Sleeve Shirt	60/40 Polyester/cotton. Easy care finish. Banded stay collar. Box pleat back. Double pleated sleeve with tailored placket. Oxford-cloth.	Red Kap # SR62, or approved equivalents.
B.	Long Sleeve Shirt	60/40 Polyester/cotton. Easy care finish. Banded stay collar. Box pleat back. Double pleated sleeve with tailored placket & cuff. Oxford-cloth.	Red Kap # SR72, or approved equivalents.
C.	Pants	65/35 Polyester/cotton. Double-pleated or plain front. Front and back pockets. Hook & eye waist closure. 7.5 ounce brushed twill.	Red Kap # PT38, or approved equivalents.



## 4. Women's Executive Uniform:

ITEM NO.	NAME	DESCRIPTION	EXAMPLE SOURCE
A.	Short Sleeve Shirt	65/35 Polyester/cotton yarn dyed oxford. Easy care finish. Box pleat back. Double pleated sleeve with tailored placket.	Red Kap # SR65 or approved equivalents.
B.	Long Sleeve Shirt	65/35 Polyester/cotton yarn dyed oxford. Easy care finish. Box pleat back. Double pleated sleeve with tailored placket & cuff.	Red Kap # SR75 or approved equivalents.
C.	Pants	65/35 Polyester/cotton. Double-pleated. Front and back pockets. Hook & eye waist closure. 7.5 ounce brushed twill.	Red Kap # PT38 or approved equivalents.

## 5. Miscellaneous Clothing Items:

ITEM NO.	NAME	DESCRIPTION	EXAMPLE SOURCE
A.	Jacket	65/35 Polyester/cotton twill. Rib knit trim. Brass ratcheting zipper closure. Two lower inset slash pockets. 7.5 ounces	Red Kap JT38 or approved equivalents.
B.	Jacket	65/35 Polyester/cotton twill. Two-button side waist adjustment. Lined convertible collar. Two lower inset slash pockets. Utility pocket on left sleeve. 7.5 ounces	Red Kap JT22 or approved equivalents.
C.	Jacket	65/35 Polyester/cotton twill. Rib knit trim. Brass ratcheting zipper closure. Two lower inset slash pockets. 7.5 ounces. No liner.	Red Kap JT36 or approved equivalents.
D.	Liner, Jacket	100% Nylon. Liner designed to be worn with JT36. Inside patch document pocket. 4.4 ounces	Red Kap LN30 or approved equivalents.
E.	Jacket, All-Season	100% Nylon. Zip front with two warmer pockets. Patch pocket on left sleeve. Reflective piping across back. Drop back tail. Comfortable mesh lining. Adjustable velcro sleeve closure. Grommets under arm for breathability	Dickies 66220 or approved equivalents.
F.	Hi-Visibility T-Shirt	100% Polyester fabric with moisture wicking and soil release properties. High-visibility, colorfast lime yellow with sewn-in 3M Scotchlite reflective trim and left chest pocket.	Cintas 69526, or approved equivalents.
G.	Short Sleeve T-Shirt	100% soft hand spun polyester. Finish: Aerosoft, soil release. Pocket: One (1) hemmed spade style w/ pencil stall. Other: Oversize fit. Superior color retention. Superior shrinkage control. Reinforced stitching at shoulder and neckline. 6.1 ounce pique.	Red Kap Horizon Knit T-shirt, or approved equivalents.
H.	Denim Casual Shirt – Long Sleeve, Men's	100% cotton denim twill. Soft hand finish. Over-size fit. Pleated adjustable cuff. Box pleat back. 6.5 ounce.	Red Kap SD74, or approved equivalents.
I.	Denim Casual Shirt – Short Sleeve, Men's	100% cotton denim twill. Soft hand finish. Over-size fit. Pleated adjustable cuff. Box pleat back. 6.5 ounce.	Red Kap SP74, or approved equivalents.

ITEM NO.	NAME	DESCRIPTION	EXAMPLE SOURCE
J.	Cotton Uniform Shirt – Long Sleeve, Men’s	100% cotton, wrinkle resistant. Convertible collar w/ stays. Pencil stall. Cotton twill. 6 ounce.	Red Kap SC30, or approved equivalents.
K.	Cotton Uniform Shirt – Short Sleeve, Men’s	100% cotton, wrinkle resistant. Convertible collar w/ stays. Pencil stall. Cotton twill. 6 ounce.	Red Kap SC40, or approved equivalents.
L.	Lapel / Counter Coat	80% Polyester / 20% Cotton. Performance blend poplin. Blazer styling with rounded front and button closure. Left chest pocket and two lower pockets. Princess seams. Length: 28”. 5 ounce.	Red Kap # KP11, or approved equivalents.
M.	Men’s Shorts	65/35 Polyester/cotton. Double pleated front. Front & back packets. Jean style waistband. 9” inseam. 7.5 ounce.	Red Kap # PT34, or approved equivalents.
N.	Men’s Cargo Shorts	100% Wrinkle-resistant cotton twill. Two pleated/flapped cargo pockets and back patch pockets with button down flaps. Relaxed fit. 8 ounce.	Red Kap # PC66, or approved equivalents.
O.	Men’s Cargo Pants	65/35 Cotton/polyester. Soft hand twill. Ease fit. Two cargo pockets. Jean-style waistband with button closure. 8 ounce.	Red Kap # PT18, or approved equivalents.
P.	Women’s Shorts	65/35 Polyester/cotton. Double pleated front. Front & back packets. Jean style waistband. 7 ½” inseam. 7.5 ounce.	Red Kap # PT35, or approved equivalents.
Q.	Women’s Skorts	65/35 Polyester/cotton. Wrap front/button front closure. 7.5 ounce.	Edwards # 9475, or approved equivalents.
R.	Jeans, Men’s (Dickies-brand)	100% Pre-washed cotton denim. Classic-cut regular fit.	Cintas 894.
S.	Jeans, Women’s (Dickies-brand)	100% Pre-washed cotton denim. Cut for women. Relaxed fit. Heavy-duty brass zipper. Decorative pocket stitching. 14 oz denim.	Dickies CWJ9R.
T.	Coveralls, non-insulated	65/35 Polyester/cotton. Gripper at top of zipper and lapel. Two set in front pockets. Patch hip pockets. Chest pockets and rule leg pocket. Sized to be worn over clothes. 7.5 ounce. Level D: No Hazard Protection.	Red Kap # CT10, or approved equivalents.
U.	Coveralls, insulated	65/35 Polyester/cotton. Snap front closure. Adjustable cuffs with concealed knit wristlets. Two way zipper has gripper at lapel. Two set in front pockets, patch hip pockets. Chest pockets and rule leg pocket. Adjustable leg bottoms. Red nylon quilted lining. 7.5 ounce. Level D: No Hazard Protection.	Red Kap # CT30, or approved equivalents.

## 6. Rolling / Stationary Racks:

ITEM NO.	NAME	DESCRIPTION	EXAMPLE SOURCE
A.	Rolling Rack	6-foot	N/A
B.	Rolling Rack	8-foot	N/A
C.	Stationary Rack	6-foot	N/A
D.	Stationary Rack	8-foot	N/A

## 7. Re-Measurement Fee:

ITEM NO.	NAME	DESCRIPTION	EXAMPLE SOURCE
A.	Re-Measurement Fee	Only if the employee gains/loses weight during the contractual year and not scheduled for normal replacement.	N/A

## 8. Embroidery Fee:

ITEM NO.	NAME	DESCRIPTION	EXAMPLE SOURCE
A.	Denim Casual Shirt – Long Sleeve, Men's	N/A	N/A
B.	Denim Casual Shirt – Short Sleeve, Men's	N/A	N/A
C.	Cotton Uniform Shirt – Long Sleeve, Men's	N/A	N/A
D.	Cotton Uniform Shirt – Short Sleeve, Men's	N/A	N/A

## V. ANTICIPATED DELIVERY LOCATIONS\*:

DEPARTMENT / DIVISION	LOCATION
Airport / Operations	9800 Airport Boulevard
Airport / Parking	9800 Airport Boulevard
Airport / Maintenance	9800 Airport Boulevard
Airport / Planning & Engineering	9800 Airport Boulevard
Airport / Stinson Municipal Airport	8535 Mission Road
Alamodome	100 Montana
Alamodome / Nelson W. Wolff Municipal Stadium	5757 New Highway 90 West
Asset Management / Building Maintenance	131 W. Nueva Street
City Clerk / Municipal Records Facility	719 South Santa Rosa Street
Community Initiatives / Community Centers / Claude E. Black Center	2805 E. Commerce St.
Community Initiatives / Community Centers / Frank Garrett Service Center	1226 NW 18 <sup>th</sup> Street
Community Initiatives / Dwyer Avenue Center	307 Dwyer Avenue
Community Initiatives / Elderly and Disabled Services	700 S. Zarazamora, Suite 205
Community Initiatives / Youth Opportunities Program	2300 W. Commerce Street
Parks & Recreation / Park Maintenance	950 E. Hildebrand
Parks & Recreation / Park Operations / City Cemeteries	8235 Mission Road
Parks & Recreation / Park Operations / Horticulture Services	3535 Avenue B
Parks & Recreation / Park Maintenance / South Flores Yard	903 S. Flores
Parks & Recreation / Park Operations / Natural Park Areas	21395 Milsa
DEPARTMENT / DIVISION	LOCATION

Parks & Recreation / Park Operations / River Operations	202 E. Nueva Street
Parks & Recreation / Park Operations / Botanical Gardens	555 Funston Place
Parks & Recreation / Park Operations / LaVillita	418 Villita
Parks & Recreation / Park Operations / Market Square	514 W. Commerce Street
Parks & Recreation / Park Operations / Hemisphere Park	600 HemisFair Way
Parks & Recreation / Volunteer Services	600 HemisFair Way, # 247
Parks & Recreation / Warehouse Operations	950 E. Hildebrand Ave.
Parks & Recreation / Golf Operations / Brackenridge Golf Course	2315 Avenue B
Parks & Recreation / Golf Operations / Cedar Creek Golf Course	8250 Vista Colina
Parks & Recreation / Golf Operations / Mission del Lago Golf Course	1250 Mission Grande
Parks & Recreation / Golf Operations / Olmos Basin Golf Course	7022 McCullough
Parks & Recreation / Golf Operations / Riverside Golf Course	203 McDonald
Parks & Recreation / Golf Operations / Willow Springs Golf Course	202 Coliseum
Public Works / Street Maintenance / Northeast Service Center	10303 Toolyard
Public Works / Street Maintenance / Northwest Service Center	6802 Culebra
Public Works / Street Maintenance / Southeast Service Center	7402 S. New Braunfels
Public Works / Street Maintenance / Zarzamora Service Center	4719 S. Zarzamora
Public Works / Engineering	114 W. Commerce, 8 <sup>th</sup> Floor
Public Works / Right-of-Way	5103 Old Highway 90 W.
Public Works / Stormwater / Operations	318 N. Las Moras
Public Works / Stormwater / Vegetation Control	318 N. Las Moras
Public Works / Stormwater / River Control	318 N. Las Moras
Public Works / Stormwater / Street Cleaning	157 Guadalupe Street
Public Works / Stormwater / Tunnel Maintenance	633 Lonestar
Public Works / Parking	243 N. Center, Suite 200
Public Works / Traffic Operations	223 S. Cherry

\* Other locations may be approved by the City Purchasing Manager

## VI. PRICE SCHEDULE – INITIAL ISSUE ONLY:

ITEM NO	DESCRIPTION	THREE-DAY WORKWEEK: COST PER WEEK* <sup>1</sup>	BRAND NAME	STYLE #	REPLACEMENT COST PER ITEM* <sup>2</sup>
1. A.	Men's Short-Sleeve Shirt				
B.	Men's Long-Sleeve Shirt				
C.	Men's Pants				
D.	Men's Pants				
2. A.	Women's Short-Sleeve Shirt				
B.	Women's Long-Sleeve Shirt				
C.	Women's Pants				
D.	Women's Pants				
3. A.	Men's Executive Short-Sleeve Shirt				
B.	Men's Executive Long-Sleeve Shirt				
C.	Men's Executive Pants				
4. A.	Women's Executive Short-Sleeve Shirt				
B.	Women's Executive Long-Sleeve Shirt				
C.	Women's Executive Pants				
5. A.	Jacket (rib-knit trim)				
B.	Jacket (two-button side waist adj.)				
C.	Jacket (no liner)				
D.	Liner, Jacket				
E.	Jacket, All-Season				

<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>THREE-DAY WORKWEEK: COST PER WEEK*<sup>1</sup></b>	<b>BRAND NAME</b>	<b>STYLE #</b>	<b>REPLACEMENT COST PER ITEM*<sup>2</sup></b>
F.	Hi-Visibility T-shirt				
G.	Short-Sleeve T-shirt				
H.	Denim Shirt - LS				
I.	Denim Shirt - SS				
J.	Cotton Uniform Shirt - LS				
K.	Cotton Uniform Shirt - SS				
L.	Lapel / Counter Coat				
MR.	Men's Shorts				
N.	Men's Cargo Shorts				
O.	Men's Cargo Pants				
P.	Women's Shorts				
Q.	Women's Skorts				
R.	Jeans, Men's				
S.	Jeans, Women's				
T.	Coveralls, non-insulated				
U.	Coveralls, insulated				

<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>THREE-DAY WORKWEEK: COST PER WEEK*<sup>1</sup></b>	<b>BRAND NAME</b>	<b>STYLE #</b>	<b>REPLACEMENT COST PER ITEM*<sup>2</sup></b>
6. A.	Rolling rack – 6 foot	No Charge	N/A	N/A	
B.	Rolling rack – 8 foot	No Charge	N/A	N/A	
C.	Stationary rack – 6 foot	No Charge	N/A	N/A	
D.	Stationary rack – 8 foot	No Charge	N/A	N/A	
7.A.	Re-Measurement Fee* <sup>3</sup>		N/A	N/A	N/A

\*<sup>1</sup> Based on issuance of three (3) uniform pieces.

\*<sup>2</sup> The City of San Antonio shall absorb the cost of uniforms lost through termination of employees (non-returned uniforms only) on a depreciated scale unless it has been determined that inferior materials provided by the Contractor are found to be the direct cause of the damage to the uniforms.

\*<sup>3</sup> This is a one-time fee per visit if re-measurement cannot be done during a regularly scheduled delivery or if re-measurement cannot be done at the Contractor's facility.

## VII. PRICE SCHEDULE – SUBSEQUENT ISSUES:

ITEM NO	DESCRIPTION	SIX-DAY WORK WEEK: COST PER WEEK* <sup>1</sup>	FIVE-DAY WORK WEEK: COST PER WEEK* <sup>2</sup>	FOUR-DAY WORK WEEK: COST PER WEEK* <sup>3</sup>	BRAND NAME	STYLE #	REPLACEMENT COST PER ITEM* <sup>4</sup>
1. A.	Men's Short-Sleeve Shirt						
B.	Men's Long-Sleeve Shirt						
C.	Men's Pants						
D.	Men's Pants						
2. A.	Women's Short-Sleeve Shirt						
B.	Women's Long-Sleeve Shirt						
C.	Women's Pants						
D.	Women's Pants						
3. A.	Men's Executive Short-Sleeve Shirt						
B.	Men's Executive Long-Sleeve Shirt						
C.	Men's Executive Pants						
4. A.	Women's Executive Short-Sleeve Shirt						
B.	Women's Executive Long-Sleeve Shirt						
C.	Women's Executive Pants						
5A.	Jacket (rib-knit trim)						
B.	Jacket (two-button side waist adj.)						
C.	Jacket (no liner)						
D.	Liner, Jacket						



ITEM NO	DESCRIPTION	SIX-DAY WORK WEEK: COST PER WEEK* <sup>1</sup>	FIVE-DAY WORK WEEK: COST PER WEEK* <sup>2</sup>	FOUR-DAY WORK WEEK: COST PER WEEK* <sup>3</sup>	BRAND NAME	STYLE #	REPLACEMENT COST PER ITEM* <sup>4</sup>
E.	Jacket, All-Season						
F.	Hi-Visibility T-shirt						
G.	Short-Sleeve T-shirt						
H.	Denim Shirt - LS						
I.	Denim Shirt - SS						
J.	Cotton Uniform Shirt - LS						
K.	Cotton Uniform Shirt - SS						
L.	Lapel / Counter Coat						
M.	Men's Shorts						
N.	Men's Cargo Shorts						
O.	Men's Cargo Pants						
P.	Women's Shorts						
Q.	Women's Skorts						
R.	Jeans, Men's						
S.	Jeans, Women's						
T.	Coveralls, non-insulated						
U.	Coveralls, insulated						

ITEM NO	DESCRIPTION	SIX-DAY WORK WEEK: COST PER WEEK* <sup>1</sup>	FIVE-DAY WORK WEEK: COST PER WEEK* <sup>2</sup>	FOUR-DAY WORK WEEK: COST PER WEEK* <sup>3</sup>	BRAND NAME	STYLE #	REPLACEMENT COST PER ITEM* <sup>4</sup>
6.A.	Rolling rack – 6 foot	No Charge	No Charge	No Charge	N/A	N/A	
B.	Rolling rack – 8 foot	No Charge	No Charge	No Charge	N/A	N/A	
C.	Stationary rack – 6 foot	No Charge	No Charge	No Charge	N/A	N/A	
D.	Stationary rack – 8 foot	No Charge	No Charge	No Charge	N/A	N/A	
7. A.	Re-Measurement Fee* <sup>5</sup>				N/A	N/A	N/A

\*<sup>1</sup> Based on issuance of six (6) uniform pieces.

\*<sup>2</sup> Based on issuance of five (5) uniform pieces.

\*<sup>3</sup> Based on issuance of four (4) uniform pieces.

\*<sup>4</sup> The City of San Antonio shall absorb the cost of uniforms lost through termination of employees (non-returned uniforms only) on a depreciated scale unless it has been determined that inferior materials provided by the Contractor are found to be the direct cause of the damage to the uniforms.

\*<sup>5</sup> This is a one-time fee per visit if re-measurement cannot be done during a regularly scheduled delivery or if re-measurement cannot be done at the Contractor's facility.

#### VIII. PRICE SCHEDULE – EMBROIDERY FEES:

ITEM NO	DESCRIPTION	EMBROIDERY FEE PER ITEM
A.	Denim Shirt - LS	
B.	Denim Shirt - SS	
C.	Cotton Uniform Shirt - LS	
D.	Cotton Uniform Shirt - SS	

## IX. POINT OF CONTACT INFORMATION FOR LOCAL SERVICE REPRESENTATIVE.

NAME OF SERVICE REP	
OFFICE ADDRESS	
OFFICE PHONE NUMBER	
MOBILE PHONE NUMBER	
HOURS OF OPERATIONS	_____ A. M. to _____ P. M.
DAYS OF OPERATIONS	_____ through _____ (1 <sup>st</sup> work day) (last work day)

## X. BID SUBMITTAL CHECKLIST.

	Referenc e Page Number	Check Off
<b>THREE (3) SIGNED COPIES OF ENTIRE BID</b>	<b>3</b>	
<b>LARGEST CUSTOMER INFORMATION</b>	<b>10</b>	
<b>BID BOND FOR 5% OF BID AMOUNT</b>	<b>10</b>	
<b>UNIFORM SAMPLES</b>	<b>12</b>	
<b>ACKNOWLEDGE OF PROPER FIT/ RECEIPT OF UNIFORMS FORM (IN DUPLICATE)</b>	<b>16</b>	
<b>INSURANCE CERTIFICATE</b>	<b>23</b>	
<b>PRICE SCHEDULE – INITIAL ISSUE</b>	<b>29 - 31</b>	
<b>PRICE SCHEDULE – SUBSEQUENT ISSUES</b>	<b>32 - 34</b>	
<b>PRICE SCHEDULE – EMBROIDERY FEES</b>	<b>34</b>	
<b>POINT OF CONTACT INFO FOR LOCAL SERVICE REPRESENTATIVE</b>	<b>35</b>	

**IMPORTANT MAILING INSTRUCTIONS:**

**MAIL TO:** CITY CLERK  
P.O. BOX 839966  
SAN ANTONIO, TX 78283-3966

**PHYSICAL ADDRESS:** CITY CLERK  
CITY HALL (COMMERCE ST. & FLORES ST.)  
100 MILITARY PLAZA, 2ND FLOOR  
SAN ANTONIO, TEXAS 78205

**MARK ENVELOPE:** "BID TO FURNISH WORK UNIFORM RENTALS"  
BIDS TO BE OPENED: 2:00 P.M., JANUARY 24, 2005  
BID NO. A534a-05

**REMARKS:**